

5.2 ONLINE PAYMENT OPTIONS

Customers paying for permits online have a variety of payment options available. Some options may require the submission of additional documentation to the Department of Revenue; this documentation submission occurs outside of the system.

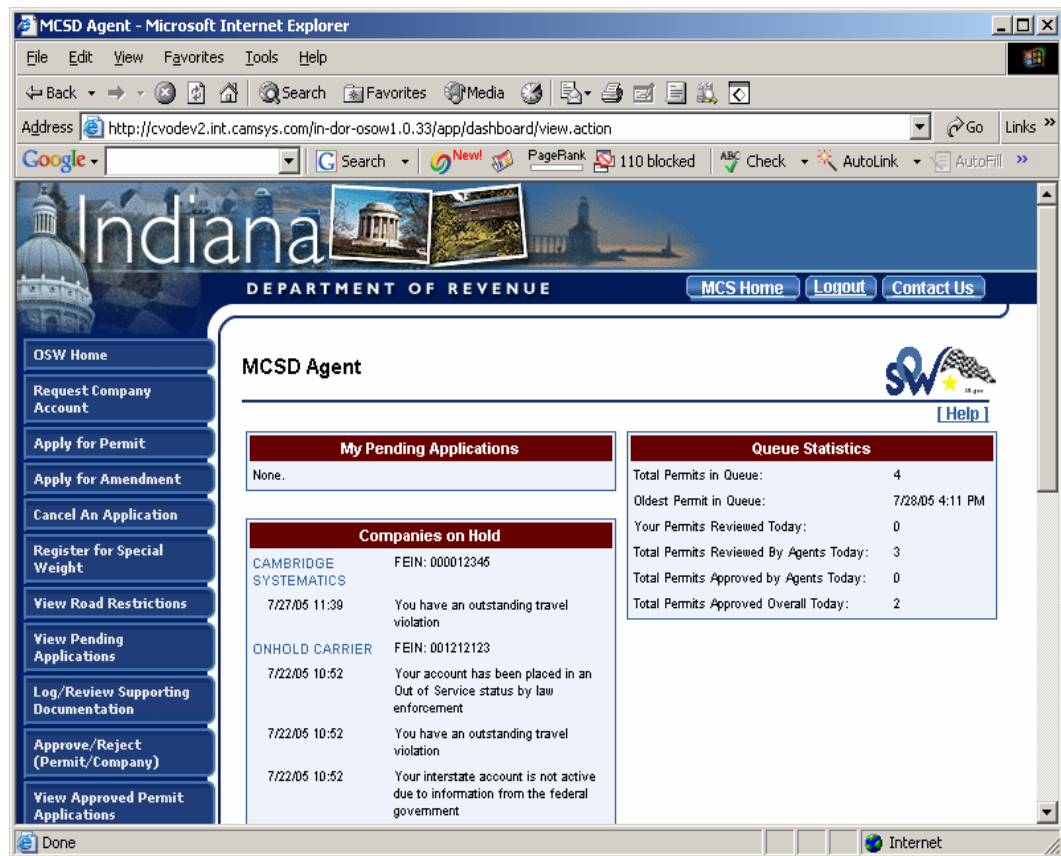
The full set of online payment options is as follows:

- “E-Credit Card” via *accessIndiana*;
- “E-Check” via *accessIndiana*;
- An *escrow account* opened through the Department of Revenue;
- The ability to *mail in* a payment or pay at the MCSD Service Center; and
- Automated clearinghouse, or “ACH” transactions.

accessIndiana is a third-party agency which processes online payment transactions on behalf of Indiana agencies. The OSW system integrates with *accessIndiana*’s payment screens and functions, so users experience a seamless payment process. *accessIndiana* does add surcharges when using its services.

Screen 1: The User’s Home Page

The user begins the payment process from their home page. Select the “Pay For Applications” menu link from the left menu bar to continue. This link also is used to pay for other transactions, such as annual Special Weight registrations, and canceled permit applications which had nonrefundable fees.

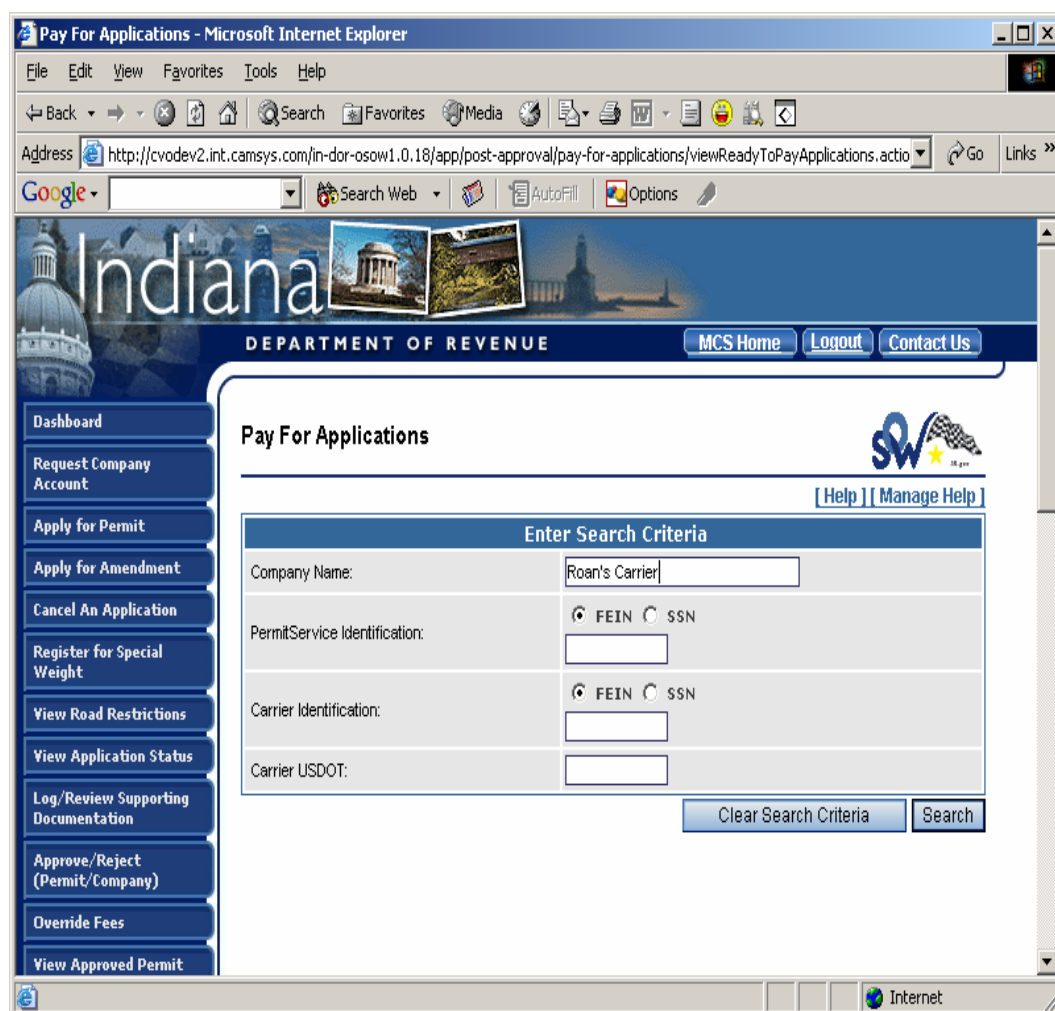


Screen 2: Search Criteria

If a carrier user selects the menu option, the system knows to search for that carrier's transactions, and skips to Screen 4.

When other users select the menu option, the system brings up a search parameters screen. The user may search using any of the following criteria:

- The name, FEIN, or SSN of either the carrier or the permitting service; or
- The U.S. DOT number of the carrier.

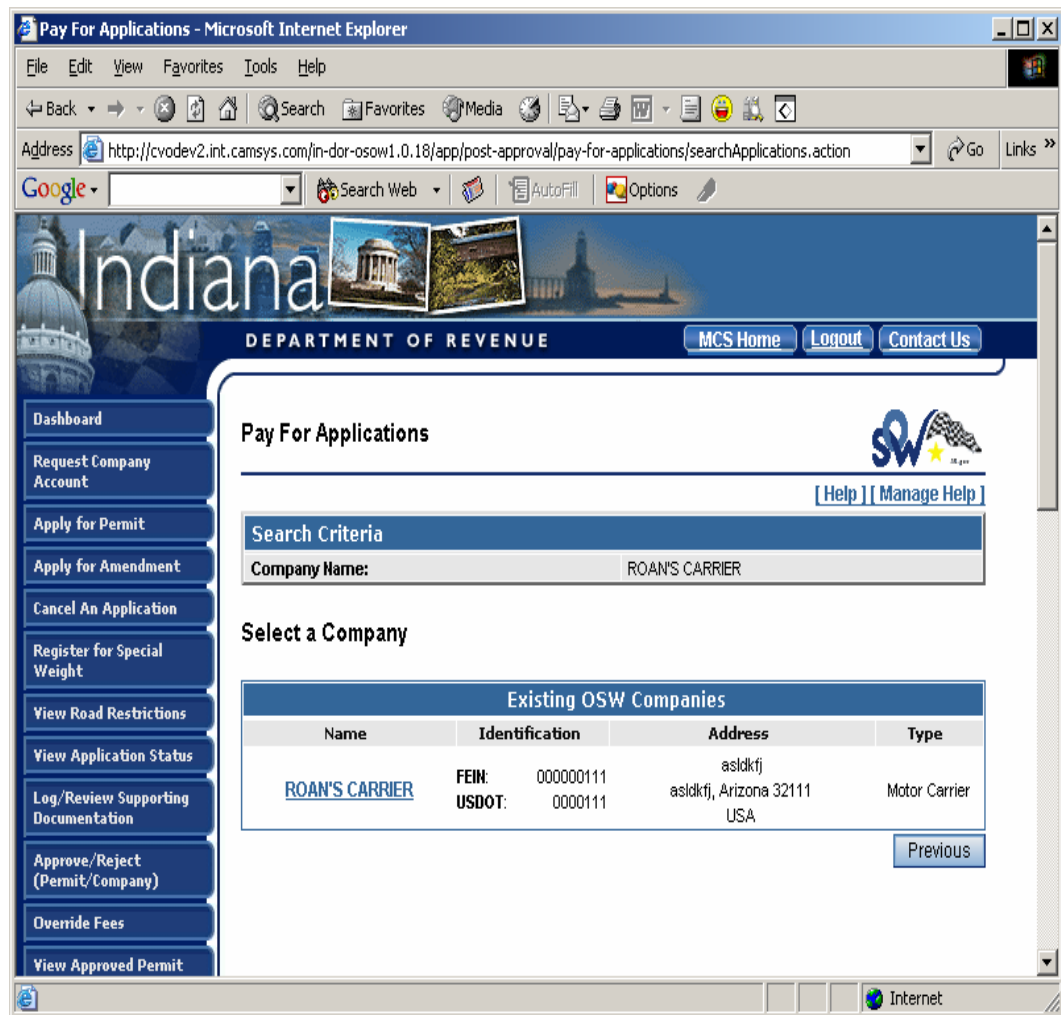


If the user is associated with a carrier, the system automatically fills in the user's carrier information in the carrier fields, and filters the search to only return applications from that carrier. If the user is associated with a permitting service, the system automatically fills in the user's company information in the permitting service field and filters the search to only return applications submitted by that permitting service.

The user may continue by clicking the “Search” button. If the user wishes to change the search criteria, the user may click the “Clear Search Criteria” button.

Screen 3: Company Selection

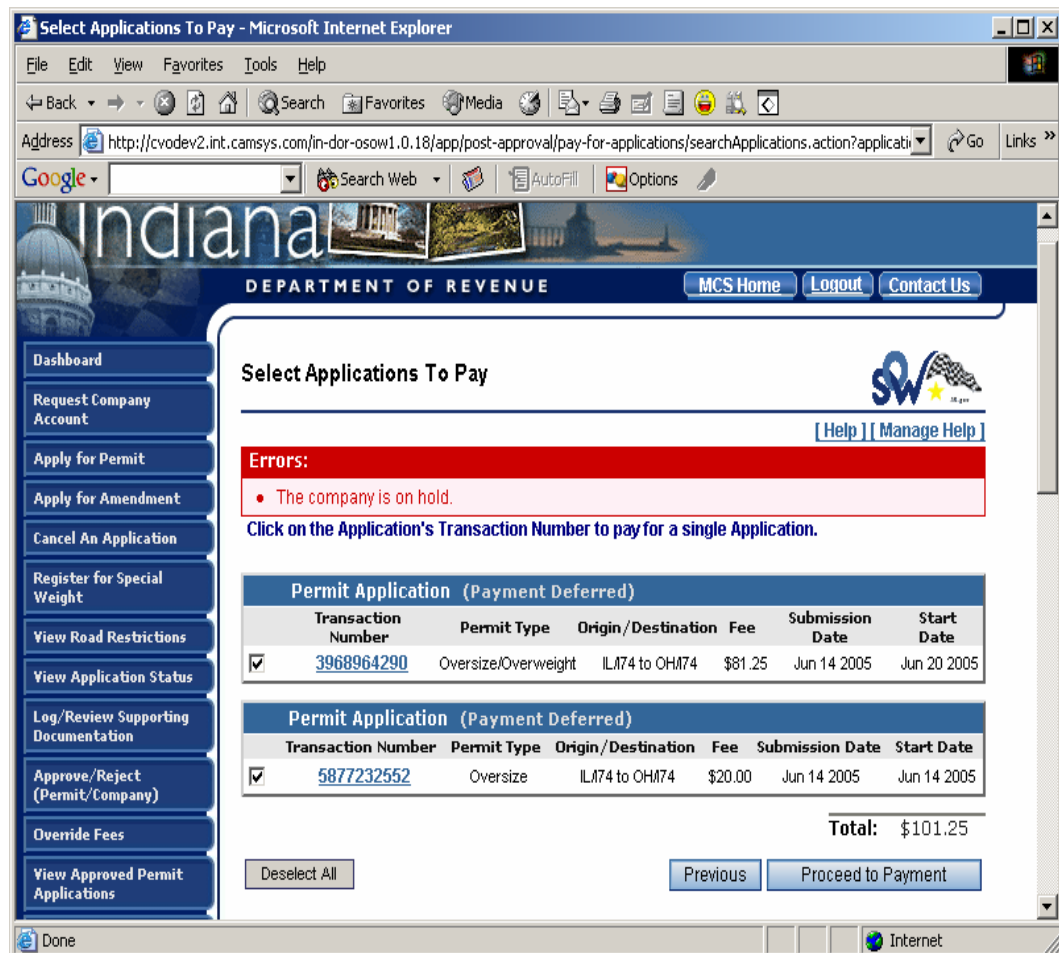
The next screen returns a table containing the set of companies that meet the search criteria. Each company in the set is shown on its own row of the table, with the company name shown as a link. The other columns of the table are the company's FEIN/SSN, the company's address, and whether the company is a carrier or a permitting service.



Click on the link for the desired company, or click the “Previous” button to change the search criteria.

Screen 4: Permit Results Screen

The next screen returns the set of transactions that are eligible to be paid, that have been approved for the company, but have not been delivered. This set of transactions can include approved permits, canceled permits, permit amendments, superload pre-approvals, and annual Special Weight registration fees.



To review the details for a specific transaction, click on the transaction number. The system will provide the details for the application. Click the "Previous" button to return to this screen.

Each transaction has a checkbox next to it. The user may check any or all of the boxes to indicate which transactions will be paid. The "Select All" and "Deselect All" buttons are provided as a shortcut. However, if a company is on hold due to not paying for transactions in a timely basis, the system may constrain the user to pay for some or all transactions in order to remove the hold.

Once the appropriate transactions have been selected, click the "Proceed to Payment" button to continue.

Screen 5: Identify Payment Options

The next screen asks the user to select the desired payment option. The options presented will vary by company, but will be selected from the set described at the beginning of the section based on the user's and user's company's profile settings.

Payment Summary	
Transaction Number	Fee
3968964290	\$81.25
5877232552	\$20.00
OSW Fees: \$101.25	

Payment Options

☐ Cash

☐ Credit Card

☐ E-Check

☐ E-Credit Card

☐ Mail-In

☒ Paper Check or Money Order

Walk-in payment delivered by

Click the “Next” button to continue.

Screen 6: Total Fees Due

On the next screen, the system calculates the grand total to be paid for all the selected transactions. If an *accessIndiana* payment method has been selected, the *accessIndiana* surcharges also are presented.

Total Fees Due

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Payment Summary	
Transaction Number	Fee
9108250212	\$10.00
OSW Fees: \$10.00	

Additional Credit Card Fees	
Enhanced access fee	\$2.00
Instant access fee	\$1.26
Total Due: \$13.26	

[Previous](#) [Cancel](#) [Next](#)

Click the “Next” button to continue.

Screen 7: Payment Method Details

Not all payment methods will have a details screen. For example, ACH payments have account details stored in the purchasing company’s profile.

E-Credit Card Details

If paying by E-Credit Card via *accessIndiana*, the following details are required.

Table 5.1 E-Credit Card Details

Field Label	Notes
Name on the Card	Freeform text
Type of Card	MasterCard or Visa
Credit Card Number	A 16-digit number, without spaces
Expiration Date	Month and year
Street	The billing address street, this may be different from the address in the company profile
City	
State	
Postal Code	

Only credit cards with U.S. billing addresses may be accepted.

Click the “Next” button to continue, or the “Previous” button if you wish to use a different payment method.

E-Check Details

The E-Check process is managed by *accessIndiana*, and at this point the user has momentarily left the OSW application. Information requested includes your checking account number as well as the routing number for your financial institution. Please consult *accessIndiana* for additional information.

Escrow Details

Carriers and permitting services may establish an escrow account with the Department of Revenue. Setting up an escrow account is part of the process for applying to purchase OSW permits.

If paying by escrow, the user selects the escrow account option on the payment options screen. Clicking the “Next” button brings up the next screen where the payment summary and account balance are displayed.

Pay By Escrow

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Payment Summary	
Transaction Number	Fee
3371728897	\$41.00
OSW Fees: \$41.00	

Escrow Account Balance for CAMBRIDGE SYSTEMATICS:	\$500.00
Projected Escrow Account Balance:	\$459.00

As permits are paid for using the Escrow payment method, the funds are drawn from the escrow account. The State will maintain an account balance, and the system will deduct the cost of each permit from the account balance as shown in the screen above. If there are insufficient funds to cover the transaction, an error message is returned by the system telling the user there is a shortage of funds and that they must use another payment method. When the account balance reaches zero or an amount less than the fees due, other methods of payment must be used.

Clicking the “Confirm” button will take the user to the payment approved screen.

Payment Approved

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Your payment was approved!	
Total Amount Paid:	\$41.00
Payment Status:	Approved

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Screen 8: Confirmation Screen

Some payment methods require that the user confirm that they are authorizing the payment. Enter your initials and click the “Next” button to continue.

Confirmation - Microsoft Internet Explorer

Address: <http://cvdev2.int.camsys.com/in-dor-osow1.0.25/app/post-approval/pay-for-applications/captureCreditCard.action>

Indiana DEPARTMENT OF REVENUE

OSW Home Request Company Account Apply for Permit Apply for Amendment Cancel An Application Register for Special Weight View Road Restrictions View Pending Applications Log/Review Supporting Documentation Approve/Reject

Confirmation

I agree that the amount of \$13.26 will be charged to my credit card.

My initials:

Previous Cancel Next

[Help] [Manage Help]

Screen 9: Approval Screen

At this point, the system will apply the payment to the requested transactions. An approval screen will be displayed to summarize the accepted payment. The details of the screen will differ based on payment method; the example below is for an E-Credit Card payment.

If the transactions included a permit, the bottom right corner of the approval screen will have a link to “Download and Print PDF Images.” The user can click on this now to immediately download permits, or the user can conduct other business and obtain the permits later using the “View an Issued Permit” link on the main menu.

Payment Approved



[\[Help \]](#) [\[Manage Help \]](#)

Your payment was approved!	
Total Amount Paid:	\$13.26
Payment Status:	Approved
Order ID:	1015-07112005122133-25416

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